UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA	SOP number	**UPNVJ/POB/FH-TU/033**
	Manufactu re Date	**December 13, 2021**
	Revision date	-
	Effective Date	**December 13, 2021**
FACULTY OF LAW	Endorsed by	**Dean** **Dr. Abdul Halim, M.Ag.** **NIP. 196706081994031005**
THAT PART	SOP Title	**FINAL PROJECT DISSEMINATION SEMINAR**

LEGAL BASIS: 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System 2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education 3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education 4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards 5. Regulation of the Chancellor of the Jakarta Veterans National Development University Number 3 of 2021 concerning Guidelines for Final Assignments Other than Thesis in Universitas Pembangunan Nasional "Veteran" Jakarta	EXECUTOR QUALIFICATIONS: 1. Understand guidelines and instructions on procedures for the Final Project Dissemination Seminar within the Faculty of Law UPN Veteran Jakarta 2. Owned International Journal Indexed Scopus Minimum Q4 or National Journal with Reputation Minimum Sinta 3.
LINKAGES:	EQUIPMENT GEAR: 1. LCD 2. Laptops 3. Exam Room 4. Whiteboard 5. Tables and chairs 6. Activity Implementation Banner
WARNING: Implementation seminar dissemination task end must be held procedurally and accurately.	RECORDING AND DATA COLLECTION: List receipt of BMN and Minutes. DocumentationDigital and published via Youtube Faculty of Law.

FLOW DIAGRAMFINAL PROJECT DISSEMINATION SEMINAR

NO.	ACTIVITY DESCRIPTION	EXECUTOR						DOCUMENT	TIME
		STUDENT	SUBAG-DIKJAR	CAPRODI	SUBAG-DIKJAR	FINAL PROJECT DISSEMINATION SEMINAR	THE EXAMINATION ON BOARDDISS EXAMINATION SEMINAR		
1	Students submit published journal files at least Scopus Q3 or Sinta 3 printed (3 copies)	1						Journal files published oneshas been printed	Customize it's a lettercircular from the Study Program
2	Check on the completeness of attending the Final Project Dissemination Seminar	↳	2					Appropriate requi	2 Day
3	Ploting the dissemination seminar schedule and appointing lecturers who will test the final project dissemination seminar.		↳	3				**Schedule of lecturers testing**	7 days after the closing of registration for the Final Project
4	Announcement of final project dissemination seminar schedule			↳	4			Final project dissemination seminar exam schedule	7 days after the closing of registration for the Final Project
5	Final project dissemination seminar				↳	5		Final Project Dissemination Seminar	45-60 min/student
6	The deliberation of the Board of Examiners ends with the announcement of student grades (at least A-)					↳	6	Minutes of Final Project Dissemination Seminar	10 min/student